INSTRUCTIONS FOR FILLING IN THE ENROLMENT PAPER - DOCTORAL STUDIES (THIRD-CYCLE) - ACADEMIC YEAR 2025/2026

SIGNING INTO THE STUDENT INFORMATION SYSTEM VIS:

a) Instructions for signing in for students enrolling to the Faculty of Arts for the first time

Open an Internet browser, type https://visff.uni-lj.si in the address bar and click *Enter.* The Student Information System (VIS) login page opens, to which you log in with your username and password.

To use the information services of the University of Ljubljana, you need a **digital identity**, which you obtain (usually when you first enrol at the faculty) via the ID portal website. You will receive instructions for obtaining your digital identity together with the invitation to enrol (applies to those who are enrolling to the faculty for the first time). You can report any digital identity issues (errors) on the Portal ID / Error Report page.

Once the digital identity is activated, you can enter the Student Information System (VIS), where your personal page opens.

You continue according to the instructions below, depending on the year into which you are enrolling.

b) Instructions for signing in for students already enrolled at the Faculty of Arts (re-enrolment, enrolment in higher year or additional year, extension of student status)

Open an Internet browser, type https://vis.ff.uni-lj.si in the address bar and click *Enter*. The Student Information System (VIS) login page opens, to which you log in with your username and password.

Once you are logged in your personal page opens. You continue according to the instructions below, **depending on the year (or additional year) into which you are enrolling.**

c) Official form of communication with students at the Faculty of Arts

From the time of filling out the enrolment paper (when enrolling at the faculty), communication with students at the Faculty of Arts is carried out exclusively through the student's UL digital identity email address, which is created by taking over the UL digital identity and has the form ab12345@student.uni-lj.si.

Students are obliged to use the specified e-mail address.

More information (including reporting errors or solving problems) is available here, in the chapter "Official form of communication with students at Faculty of Arts".

RECEIVING AN INVOICE FOR THE PAYMENT OF STUDY AND TUITION FEES AND CO-FUNDING DOCTORAL STUDIES

You will receive an invoice for the payment of the study fee after filling out the enrolment paper to your student e-mail.
You will also receive three invoices for the payment of the tuition fee to your student e-mail and you should pay them untill:
- 1. instalment (55 %) by 1. 12. 2025,
- 2. instalment (22, 5 %) by 20. 2. 2026,
- 3. instalment (22, 5 %) by 22. 5. 2026.

You can access the invoice in student information system VIS by choosing tab on the left "*MY DATA", "My Financial situation",* where a review of paid and unpaid invoices is also available.

Decree on the co-funding of doctoral studies

In the event that you are entitled to co-funding of tuition fees in the academic year 2025/2026 in accordance with the *Decree on the co-funding of doctoral studies (Official Gazette of the Republic of Slovenia No. 22/17 and 105/20)* and the *Criteria for Selecting Candidates for Co-financing of Tuition Fees for Doctoral Studies*, adopted by the UL Senate on September 22, 2020, you will only pay the difference between the co-funded amount and the full tuition fee.

Students who meet the conditions for tuition co-funding will automatically have their tuition bill reduced on the basis of a signed **Contract on education at the Interdisciplinary Doctoral Study Program in Humanities and Social Sciences** and **Statement on eligibility for co-funding**.

If you do not attach the signed *Statement on eligibility for co-funding* of the tuition fee, it is considered that you do not agree to the co-funding or that you do not meet the requirements s for co-funding in the previously mentioned legal grounds.

ENROLMENT IN THE FIRST YEAR

After signing in the student information system VIS, your personal page will open where you must select on the menu on the left side "*ENROLMENT"/"Enrolment paper"*. Then the enrolment paper for the academic year 2025/2026 will open that you have to fill in as explained below.

1. How to fill in the enrolment paper

The enrolment paper already includes the majority of your personal information. Please check the data carefully, correct possible mistakes and change the information that is no longer up-to-date (address, phone number, employment…). The data you enter must match the data on your personal documents.

In some fields, information cannot be changed. In case information in such a field is incorrect, please contact Administrative Office for Doctoral Programmes (Third -Cycle).

In the field *tax number*, leave it blank if you don't have one.

Please avoid using » or ' in all fields, because otherwise the system will report an error and you will not be able to finish your enrolment paper.

When you finish with the first page, click the confirmation button. Then proceed with filling in the next pages. Continue by clicking the confirmation button.

a) Consent for using your personal data

At the end of the enrolment paper, please mark whether you allow us (or not) to use your personal data for different purposes.

b) Student digital identity card photo

Please upload your photo. Your photo must be in jpg file format, and the photo dimensions must be at least 400 x 503 pixels.

When uploading a photo, it is necessary to strictly follow the instructions**, as it is a photo intended for identification, so it must be appropriate, according to the instructions prescribed for the ID card**.

IMPORTANT: We suggest that you prepare your photo before you start filling in the data into the enrolment paper. You are obliged to upload you photo immediately after filling in all the relevant data on the enrolment paper. In case of longer inactivity, the data will be lost and you will have to repeat the whole enrolment procedure from the beginning.

At the end, the entire enrolment paper for the academic year 2025/2026 is displayed. Review all the data again and if everything is correct, click the confirmation button.

You will be notified if your enrolment paper is successfully submitted. **It is not necessary to print the enrolment paper.**

IMPORTANT: An enrolment paper submitted through VIS alone does not mean that you are actually enrolled. The enrolment process is finalized by Administrative Office for Doctoral Programmes (Third -Cycle).

2. Required documentation

When student information system VIS informs you that your enrolment paper was submitted successfully, please choose tab ***"Documentation"*** and follow the instruction in this tab. By clicking the button ***"Print the attachment- contract/consent to print annexes"*** the attachments that you need to print and sign, will open.

For a valid enrolment please send the following documents by regular mail to the address Filozofska Fakulteta, Referat za doktorski študij, Aškerčeva cesta 2, 1000 Ljubljana (and also scan to e-mail doktorski.studij@ff.uni-lj.si):

- Signed contract on education,
- Signed Statement on eligibility for co-funding of the tuition fee,
- Signed Statement of commitment to respect UL Codes of Ethics.

The deadline for submission of the documentation is **September 30, 2025.**

IMPORTANT: If you will not submitted all the required documentation, enrolment will not be possible.

3. Receiving and access to the enrolment documentation

You can **access and print the enrolment certificate** in Slovene and English language by choosing the tab »*MOJI PODATKI »Potrdilo o vpisu« /MY DATA/Enrolment certificate* but you can only do this in the Slovene version of student information system VIS.

DEADLINE FOR ENROLMENT: 30 September 2025

ENROLMENT DIRECTLY IN THE SECOND YEAR (BASED ON RECOGNIZED OBLIGATION)

After signing in the student information system VIS, your personal page will open where you must select on the menu on the left side "*ENROLMENT"/"Enrolment paper"*. Then the enrolment paper for the academic year 2025/2026 will open that you have to fill in as explained below.

1. How to fill in the enrolment paper

The enrolment paper already includes the majority of your personal information. Please check the data carefully, correct possible mistakes and change the information that is no longer up-to-date (address, phone number, employment …). The data you enter must match the data on your personal documents.

In some fields, information cannot be changed. In case information in such a field is incorrect, please contact Administrative Office for Doctoral Programmes (Third -Cycle).

In the field *tax number*, leave it blank if you don't have one.

Please avoid using » or ' in all fields, because otherwise the system will report an error and you will not be able to finish your enrolment paper.

When you finish with the first page, click the confirmation button. Then proceed with filling in the next pages. Continue by clicking the confirmation button.

a) Consent for using your personal data

At the end of the enrolment paper, please mark whether you allow us (or not) to use your personal data for different purposes.

b) Student digital identity card photo

Please upload your photo. Your photo must be in jpg file format, and the photo dimensions must be at least 400 x 503 pixels.

When uploading a photo, it is necessary to strictly follow the instructions**, as it is a photo intended for identification, so it must be appropriate, according to the instructions prescribed for the ID card**.

IMPORTANT: We suggest that you prepare your photo before you start filling in the data into the enrolment paper. You are obliged to upload you photo immediately after filling in all the relevant data on the enrolment paper. In case of longer inactivity, the data will be lost and you will have to repeat the whole enrolment procedure from the beginning.

At the end, the entire enrolment paper for the academic year 2025/2026 is displayed. Review all the data again and if everything is correct, click the confirmation button.

You will be notified if your enrolment paper is successfully submitted. **It is not necessary to print the enrolment paper.**

IMPORTANT: An enrolment paper submitted through VIS alone does not mean that you are actually enrolled. The enrolment process is finalized by Administrative Office for Doctoral Programmes (Third -Cycle).

2. Required documentation

When student information system VIS informs you that your enrolment paper was submitted successfully, please choose tab ***"Documentation"*** and follow the instruction in this tab. By clicking the button ***"Print the attachment- contract/consent to print annexes"*** the attachments that you need to print and sign, will open.

For a valid enrolment please send the following documents by regular mail to the address Filozofska Fakulteta, Referat za doktorski študij, Aškerčeva cesta 2, 1000 Ljubljana (and also scan to e-mail doktorski.studij@ff.uni-lj.si):

- Signed contract on education,
- Signed Statement on eligibility for co-funding of the tuition fee,
- Signed Statement of commitment to respect UL Codes of Ethics.

The deadline for submission of the documentation is **September 30, 2025.**

IMPORTANT: If you will not submitted all the required documentation, enrolment will not be possible.

3. Receiving and access to the enrolment documentation

You can **access and print the enrolment certificate** in Slovene and English language by choosing the tab »*MOJI PODATKI »Potrdilo o vpisu« /MY DATA/Enrolment certificate* but you can only do this in the Slovene version of student information system VIS.

DEADLINE FOR ENROLMENT: 30 September 2025

ENROLMENT IN SECOND YEAR

You can enrol in the second year if you have all you financial obligations paid and you have fulfilled by September 30 of the current academic year all the requirements to enrol in second year of studies as stated below:

Requirements to progress to second year are:

To enrol in the 2nd year of doctoral studies one must gather 40 ECTS from the 1st year of doctoral studies (all four organised forms).

We suggest that the remaining credits from the 1st year of doctoral studies (20 ECTS IRD) are gathered before one enrols into the 3rd year. The mentor evaluates the student's IRD and certifies it as *done* in a way that agrees with the other exams (e-mail to doktorski.study@ff.uni-lj.si; evaluation: pass).

IMPORTANT: It will not be possible to enrol in the second year if you do not meet the requirements to progress to the second year of studies by September 30.

1. External elective course

All students must register the external elective course **prior to enrolment in the second year** if the external course has not been set at enrolment in the first year of studies.

The external elective course must consist of **at least 10 credits (ECTS)**. Study mentor is obliged to give his/hers written consent with selected external elective course.

*In agreement with supervisor and in accordance with the disposition of their doctoral thesis, the student selects course(s) **with a total value of 10 ECTS** from other fields of study within doctoral study program Humanities and Social Sciences, other UL doctoral study programs, from courses announced by UL that enable the acquisition of generic knowledge and skills, or from doctoral study programs of other universities, institutes and international doctoral schools.*

You register the external elective course in the student information system VIS by choosing from the menu on left side THEME APPLICATION – choose and click *"Theme application"* and select *"Zunanji izbirni predmet 3. stopnja (2. letnik)"*

Enter the following information into the questionnaire:

- Course title in Slovenian and ECTS;
- Course title in English and ECTS;
- The course provider (his/hers habilitation: doc. dr., assoc. prof. dr., prof. dr.);
- The institution, where the course is carried out (name of the institution, street, and city).

You then choose "*Submit survey – print"* and you print it. The study mentor gives his/her consent by signing the form.

2. How to fill in the enrolment paper

After signing in your personal page opens, where on the menu on the left side you should select the option *ENROLMENT/ Enrolment paper.* With this, you open the enrolment paper for the academic year 2025/2026 that you fill in as explained below.

The enrolment paper already includes the majority of your personal information. Please check it carefully, correct possible mistakes and change the information which is no longer up-to-date (address, telephone number, employment …).

In some fields, information cannot be changed. In case information in such a field is incorrect, please contact the Administrative Office for Doctoral Programmes (Third -Cycle).

In the field *tax number*, leave it blank if you don't have one.

Please avoid using » or ' in all fields, because otherwise the system will report an error and you will not be able to finish your enrolment paper.

When you finish with the first page, click the confirmation button. Then proceed with filling in the next pages.

You will be notified if your enrolment paper will be successfully submitted. **It is not necessary to print the enrolment paper.**

IMPORTANT: An enrolment paper submitted through VIS alone does not mean that you are actually enrolled. The enrolment process is finalized by Administrative Office for Doctoral Programmes (Third -Cycle).

3. Required documentation

When student information system VIS informs you that your enrolment paper was submitted successfully, please choose tab ***"Documentation"*** and follow the instruction in this tab. By clicking the button ***"Print the attachment- contract/consent to print annexes"*** the attachments that you need to print and sign, will open.

For a valid enrolment please send the following documents by regular mail to the address Filozofska Fakulteta, Referat za doktorski študij, Aškerčeva cesta 2, 1000 Ljubljana (and also scan to e-mail doktorski.studij@ff.uni-lj.si):

- Signed contract on education,
- Signed Statement on eligibility for co-funding of the tuition fee,
- Signed form for external elective course.

4. Receiving and access to the enrolment documentation

You can **access and print the enrolment certificate** in Slovene and English language by choosing the tab »*MOJI PODATKI »Potrdilo o vpisu« /MY DATA/Enrolment certificate* but you can only do this in the Slovene version of student information system VIS.

DEADLINE FOR ENROLMENT: 30 September 2025

ENROLMENT IN THIRD OR FORTH YEAR

You can enrol in the third or fourth year if you have all your financial obligations paid and you have fulfilled by September 30 of the current academic year all the requirements to enrol in third of fourth year of studies as stated below.

Requirements to progress in third or fourth year are:

To enrol in the 3rd year of doctoral studies it is required to complete the external course (10 ECTS) and get a positive assessment of the doctoral thesis topic; the latter being approved by the Senate of Faculty of Arts.

To enrol in the 4rd year of doctoral studies a positive assessment of the doctoral thesis topic is required; the latter being approved by the Senate of University of Ljubljana.

The mentor approves the completed individual research work (IRD) in a manner similar to other exams (e-mail to doktorski.study@ff.uni-lj.si; evaluation: pass).

IMPORTANT: It will not be possible to enrol in the third or fourth year if you do not meet the requirements to progress by September 30.

1. How to fill in the enrolment paper

After signing in your personal page opens, where on the menu on the left side you should select the option *ENROLMENT/ Enrolment paper.* With this, you open the enrolment paper for the academic year 2025/2026 that you fill in as explained below.

The enrolment paper already includes the majority of your personal information. Please check it carefully, correct possible mistakes and change the information which is no longer up-to-date (address, telephone number, employment …).

In some fields, information cannot be changed. In case information in such a field is incorrect, please contact the Administrative Office for Doctoral Programmes (Third -Cycle).

In the field *tax number*, leave it blank if you don't have one.

Please avoid using » or ' in all fields, because otherwise the system will report an error and you will not be able to finish your enrolment paper.

When you finish with the first page, click the confirmation button. Then proceed with filling in the next pages.

You will be notified if your enrolment paper will be successfully submitted. **It is not necessary to print the enrolment paper.**

IMPORTANT: An enrolment paper submitted through VIS alone does not mean that you are actually enrolled. The enrolment process is finalized by Administrative Office for Doctoral Programmes (Third -Cycle).

2. Required documentation

When student information system VIS informs you that your enrolment paper was submitted successfully, please choose tab ***"Documentation"*** and follow the instruction in this tab. By clicking the button ***"Print the attachment- contract/consent to print annexes"*** the attachments that you need to print and sign, will open.

For a valid enrolment please send the following documents by regular mail to the address Filozofska Fakulteta, Referat za doktorski študij, Aškerčeva cesta 2, 1000 Ljubljana (and also scan to e-mail doktorski.studij@ff.uni-lj.si):

- Signed contract on education,
- Signed Statement on eligibility for co-funding of the tuition fee.

The deadline for uploading the documentation is **September 30, 2025.**

IMPORTANT: if you will not upload all the required documentation, enrolment will not be possible.

4. Receiving and access to the enrolment documentation

You can **access and print the enrolment certificate** in Slovene and English language by choosing the tab »*MOJI PODATKI »Potrdilo o vpisu« /MY DATA/Enrolment certificate* but you can only do this in the Slovene version of student information system VIS.

DEADLINE FOR ENROLMENT: 30 September 2025

ENROLMENT IN ADDITIONAL YEAR

For the **enrolment in additional year** it is **necessary that you have all you financial obligations settled**.

1. How to fill in the enrolment paper

After signing in your personal page opens, where on the menu on the left side you should select the option *ENROLMENT/ Enrolment paper.* With this, you open the enrolment paper for the academic year 2025/2026 that you fill in as explained below.

The enrolment paper already includes the majority of your personal information. Please check it carefully, correct possible mistakes and change the information which is no longer up-to-date (address, telephone number, employment…).

In some fields, information cannot be changed. In case information in such a field is incorrect, please contact the Administrative Office for Doctoral Programmes (Third -Cycle).

In the field *tax number*, leave it blank if you don't have one.

Please avoid using » or ' in all fields, because otherwise the system will report an error and you will not be able to finish your enrolment paper.

When you finish with the first page, click the confirmation button. Then proceed with filling in the next pages.

You will be notified if your enrolment paper will be successfully submitted. **It is not necessary to print the enrolment paper.**

IMPORTANT: An enrolment paper submitted through VIS alone does not mean that you are actually enrolled. The enrolment process is finalized by Administrative Office for Doctoral Programmes (Third -Cycle).

2. Receiving and access to the enrolment documentation

You can **access and print the enrolment certificate** in Slovene and English language by choosing the tab »*MOJI PODATKI »Potrdilo o vpisu« /MY DATA/Enrolment certificate* but you can only do this in the Slovene version of student information system VIS.

DEADLINE FOR ENROLMENT: 30 September 2025

EXTENSION OF STUDENT STATUS

For **extension of the student status** it is **necessary that you have your application for extension of the student status approved (granted)** and also **all your financial obligations must be settled**.

For extension of student status**,** enrolment papers will be created in Administrative Office for Doctoral Programmes (Third -Cycle).

1. How to fill in the enrolment paper

After signing in your personal page opens, where on the menu on the left side you should select the option *ENROLMENT/ Enrolment paper.* With this, you open the enrolment paper for the academic year 2025/2026 that you fill in as explained below.

The enrolment paper already includes the majority of your personal information. Please check it carefully, correct possible mistakes and change the information which is no longer up-to-date (address, telephone number, employment…).

In some fields, information cannot be changed. In case information in such a field is incorrect, please contact the Administrative Office for Doctoral Programmes (Third -Cycle).

In the field *tax number*, leave it blank if you don't have one.

Please avoid using » or ' in all fields, because otherwise the system will report an error and you will not be able to finish your enrolment paper.

When you finish with the first page, click the confirmation button. Then proceed with filling in the next pages.

You will be notified if your enrolment paper will be successfully submitted. **It is not necessary to print the enrolment paper.**

IMPORTANT: An enrolment paper submitted through VIS alone does not mean that you are actually enrolled. The enrolment process is finalized by Administrative Office for Doctoral Programmes (Third -Cycle).

2. Receiving and access to the enrolment documentation

You can **access and print the enrolment certificate** in Slovene and English language by choosing the tab »*MOJI PODATKI »Potrdilo o vpisu« /MY DATA/Enrolment certificate* but you can only do this in the Slovene version of student information system VIS.

DEADLINE FOR ENROLMENT: 30 September 2025

RE-ENROLMENT

For the re-enrolment it is necessary that you have all you financial obligations paid.

1. How to fill in the enrolment paper

After signing in your personal page opens, where on the menu on the left side you should select the option *ENROLMENT/ Enrolment paper.* With this, you open the enrolment paper for the academic year 2025/2026 that you fill in as explained below.

The enrolment paper already includes the majority of your personal information. Please check it carefully, correct possible mistakes and change the information which is no longer up-to-date (address, telephone number, employment …).

In some fields, information cannot be changed. In case information in such a field is incorrect, please contact the Administrative Office for Doctoral Programmes (Third -Cycle).

In the field *tax number*, leave it blank if you don't have one.

Please avoid using » or ' in all fields, because otherwise the system will report an error and you will not be able to finish your enrolment paper.

When you finish with the first page, click the confirmation button. Then proceed with filling in the next pages.

You will be notified if your enrolment paper will be successfully submitted. **It is not necessary to print the enrolment paper.**

IMPORTANT: An enrolment paper submitted through VIS alone does not mean that you are actually enrolled. The enrolment process is finalized by Administrative Office for Doctoral Programmes (Third -Cycle).

2. Receiving and access to the enrolment documentation

You can **access and print the enrolment certificate** in Slovene and English language by choosing the tab »*MOJI PODATKI »Potrdilo o vpisu« /MY DATA/Enrolment certificate* but you can only do this in the Slovene version of student information system VIS.

DEADLINE FOR ENROLMENT: 30 September 2025